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Approved For Release 2006/11/16 : CIA-RDP79B00314A000100020060-3

ORD 3000-65  
15 December 1965



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Attached is a draft Charter of the Life Sciences Panel which spells out its functions and responsibilities. Please let me know if you wish to make any changes or modifications in the Charter. If not, I will forward it through Dr. Wheelon to the Director.

You will note that the areas are the ones which you agreed on at our meeting on 17 November. I presume I will be the responsible Agency official with respect to reporting, feedback, etc. which we discussed. Reports will go from the Chairman through Dr. Wheelon to the Director. We will provide the detailed report of the Panel meeting, but the Chairman will be responsible for the one-page summary.

You will also note that we have modified the list of Panel members (Attachment B). This was worked out with [redacted] and I hope it meets with your approval. Most of the individuals will have no more than four meetings per year, some of which may overlap.

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I have initiated appropriate security clearances on all of the members listed but have not contacted them pending security notification. If you have any changes in membership which you would like to make, please let me know. I appreciate your help and assistance on the Panel and hope this meets with your approval. I would appreciate it if you and [redacted] would review this together and let me know your reaction as soon as possible.

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Best regards,

P.S. If all the implementing documents go through, we might have our first official meeting in April or May.

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